

BOC Regular**Date: 07/07/2011****Inmate Commissary Services**

Submitted For: Kelli Scott

FROM:

Brad Wilcox, Assistant County
Administrator , Administration

Department: Administrative Services

Information**RESOLUTION:**

Be it resolved, that the Calhoun County Board of Commissioners approves an agreement with Keefe Commissary Network to provide commissary services to inmates of the Calhoun County Correctional Facility, and authorizes the Board Chairperson to execute a seven year contract with Keefe for commissary operations generating revenue in an amount estimated at \$1.8 million.

RECOMMENDATION:

County Commission approval is recommended for an agreement with Keefe Commissary Network to provide commissary services to inmates of the Calhoun County Correctional Facility. The Administrative Services Department requests the approval of the Board of Commissioners to authorize the Board Chairperson to execute a seven year contract with Keefe for commissary operations generating revenue in an amount estimated at \$1.8 million.

BACKGROUND:

Prior to 1996, the Sheriff Department operated a commissary store on-site at the Correctional Center. The store was operated by Sheriff staff with inventory purchased and warehoused within the correctional facility. The commissary operations returned a net of approximately \$25,000 annually to the Inmate Trust Fund. Since that time the commissary service has been provided by private vendors based on the RFP selection process.

On August 11, 2011, the current agreement which provides commissary sales (snacks, candy, health & beauty aids, games, clothing) to inmates housed in the Correctional Facility will expire. In preparation for a new agreement, the Purchasing Department issued Request for Proposal #104-11 Commissary Services. The RFP specifications were developed to provide a turn-key approach to commissary services in correctional facilities. The supplier is responsible for all areas of commissary sales including; order entry, product packaging, order delivery and quality control. In addition, the commissary vendor makes available a software package which facilitates inmate accounting of commissary sales. The County receives all services associated with commissary sales at no additional cost and commissary commissions are paid on the sale of all commissary items with the exception of indigent inmate items. The Office of the Sheriff maintains complete control over jail security through commissary product selection and screening of commissary employees.

On June 2, 2011 the Purchasing Department, in cooperation with the Office of the Sheriff received and proceeded to evaluate, proposals in response to RFP#104-11 for commissary services for inmates in the Correctional Facility. The evaluation committee (Chief Deputy Weeks, Captain Lee Zick, Rick Redman, and Brad Wilcox) reviewed the four (4) proposals submitted and selected three (3) finalist for further consideration. The potential commissary service providers were brought in for a one hour presentation and question/answer session which focused on key issues and concerns related to their proposals. To assist in the evaluation process, the committee completed reference checks by phone for current county detention facilities utilizing commissary services provided by the potential suppliers being considered by the Office of the Sheriff.

The evaluation committee met on June 24, 2011 to consider all the pertinent information which resulted from the assessment of the commissary service proposals. The recommendation for Keefe as the most responsible proposer was the unanimous choice of the committee. Keefe has been providing the manufacturer and distribution of commissary items, specifically designed for the correctional industry, for over 35 years. Keefe is

currently contracted with 750 facilities servicing 495,000 inmates in 38 states.

Keefe has a proven track record in providing correctional facilities with accurate (99% order accuracy) and consistent commissary orders. Keefe will provide all necessary services, over \$100,000 in technology equipment and an inmate accounting system to the County at no additional cost to the Sheriff Department. Through the use of technology, Keefe will provide the additional services of Kiosk commissary order entry and delivery directly to inmates thereby allowing the Sheriff to effectively remove staff from the commissary operations completely. This will allow Sheriff staff to focus on corrections rather than dealing with the distractions of commissary operations. As a result of the proposed 40% (6.5% increase) commission and increased commissary sales (20 - 30%) through technological innovations and special programs, Keefe estimates annual commission at \$256,000 which is a 40% increase from the previous contract.

ALTERNATIVES:

An alternative for the Sheriff Department would be to reinstate the previous commissary program operated by departmental staff. However, the net revenue associated with that operation are at least \$200,000 per year less than the recommendation as presented.

SUMMARY:

The Administrative Services Department requests the Board of Commissioners to approve the recommendation of the evaluation committee to award Keefe Commissary Network the commissary services contract based on their response to RFP#104-11.

Fiscal Impact

BUDGETARY IMPACT:

The commissary operations as recommended should increase revenue to the Inmate Trust Fund by an estimated \$520,000 over the life of the contract. Staffing requirements for the commissary operations will continue to be reduced due to the increased commitment of the contracted service.
